

# Apology for Frequent Absences in Meetings

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for my frequent absences in the recent meetings. I understand that my lack of attendance may have affected the team's progress and dynamics.

Unfortunately, [briefly explain reason for absences, e.g., personal issues, health concerns, etc.]. I take full responsibility for my commitments and assure you that it is not my intention to neglect my responsibilities.

Moving forward, I am taking steps to improve my attendance and participation by [mention any measures you will implement]. I value being part of this team and am committed to contributing effectively.

Thank you for your understanding and support during this time. I appreciate your patience and look forward to re-engaging with the team.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]